

**SAFETY
MISHAP REPORTING AND INVESTIGATION**

CAPR 62-2 Change 1, 22 April 2005, is supplemented as follows:

3.a. Added:

If in doubt about whether an injury is reportable or not, contact the wing director of safety for clarification.

3.b.1.b. Changed:

Word "Accidents" is changed to "Mishaps"

3c. Added:

Add after "equipment" the words "other than aircraft or vehicles"

Added:

The following documents will be carried in the binder of each corporate aircraft:
A current copy of CAPR 62-2, a current copy of the NER supplement to CAPR 62-2, copy of this supplement, and a blank CAPF 78.

The following documents will be carried in the binder of each corporate vehicle:
A current copy of CAPR 62-2, a current copy of the NER supplement to CAPR 62-2, copy of this supplement, and a blank CAPF 78, and a New York State form MV-104 (vehicle mishap report form).

4.a. Added: NY Wing Mishap Notification Procedure:

1) Mishap notification will be made to the Wing Commander and the Wing Safety Officer:

NY Wing Commander

Col Kenneth Andreu
Home: 914-328-9786
Cell: 914-263-9499
Fax: 914-831-7081
kennethja@aol.com

NY Wing Director of Safety

Maj Malcolm Dickinson
Home: 203-698-2600
Cell: 203-536-3741
Fax: 206-339-4433
malcolm@malcolm.cc

NY WG SAFETY ASSISTANT-EAST

(Alternate if NY WG/SE is unavailable)

Capt Shane Lipson
Home: 212-996-5699
Work: 212-380-5321
Cell: 917-816-3722
Fax: 413-280-5608
shane.lipson@gmail.com

NY WG SAFETY ASSISTANT-WEST

(Alternate if NY WG/SE is unavailable)

Capt Jean-Pierre Moreau
Home: 585-461-4664
Cell: 585-813-4596
Fax: 716-831-5137
jean-pierre.moreau@us.ngrid.com

2) The unit commander or activity commander will immediately notify both the wing commander and wing director of safety **by telephone within two hours** after the mishap.

3) The unit commander and activity commander are jointly responsible for ensuring a CAPF 78 is submitted electronically (via the e-services page of the CAP national web site) **within 48 hours** after the mishap. (Until 31 July 07, a paper or email CAPF78 must **also** be submitted to the wing commander and wing director of safety within 48 hours.) The commander reporting the mishap

should maintain a file with the original CAPF 78 and the date and time it was sent. The person submitting the report must call to verify receipt.

4) The unit's safety officer should assist with appropriate reporting and documentation.

5) The wing director of safety will make appropriate notifications to the Northeast Region as required by the NER supplement to CAPR 62-2.

6) After any mishap involving damage to an aircraft or ground vehicle, the aircraft or vehicle will not be used for further travel until approval has been obtained from the wing commander or one of the wing safety officers.

7) Any aircraft accident or damage to corporate aircraft within the region, the Northeast Region Commander must be immediately notified IAW the NER supplement to CAPR 62-2. In the event the wing commander or wing director of safety cannot be reached immediately, the reporting member must contact the wing director of operations and the Northeast Region commander (contact information is given in the NER supplement to CAPR 62-2).

5.a.

(1) Added:

The unit commander, activity commander, pilot in command, and/or vehicle driver will be responsible for immediately reporting the mishap. Failure to report as indicated in 4.a. above may result in the suspension of the CAP membership of the responsible person(s).

(2) Added:

Mishap reporting will be initiated by any member who discovers previously unreported damage to any CAP asset. When completing the CAPF 78, fill in the date and time the damage was first discovered. Failure to report as indicated in 4.a. above may result in the suspension of the CAP membership of the responsible person(s).

(3) Added:

The NY WG/CC and NY WG/SE will be responsible for making all other notifications required in accordance with CAPR 62-2.

5.d.

Added (1):

If photographs of the mishap and/or damage are made, they will be submitted with the CAPF 78 or as soon as possible thereafter. If the mishap was an aircraft flight mishap as defined in paragraph 3.b.1, a printed copy of the weather at the time of the mishap must be obtained from the local control tower or flight service station and must be attached to the CAPF 78.

Added (2):

Personal injury reports will include a description of the injury, a description of medical treatment supplied, and the name and phone number of any physician(s) who provided treatment. If this information is not immediately available, the CAPF 78 must be submitted without delay, and the missing information must be submitted within 96 hours.

Added (3):

The wing commander or wing safety officer may request drawings, diagrams, or photographs depicting a mishap. If such a request is made, the member(s) involved will supply such information within 10 days.

5. Added 5.g.: New York State Reporting Requirements:

A New York State form MV-104 must be completed and filed with the state after any vehicle mishap occurring in New York State that results in damage over \$1,000. If an MV-104 is required, a copy of the MV-104 must e attached to the CAPF78.

Supersedes all previous NY Wing Supplements to CAPR 62-2

OPR: SE

DISTRIBUTION: In accordance with CAPR 5-4